

Agricultural Marketing Service
Office of the Deputy Administrator for Marketing Programs
Poultry Division
Grading Branch
Regional office
Federal-State Supervisor
Office Automation Clark, GS-326-3

SJ PL26

I. INTRODUCTION

This position is located in a large Federal/State Office of the Poultry Grading Branch. The Office administers the voluntary grading and certification of poultry, poultry products and rabbits under authority of the Agricultural Marketing Act of 1946, as amended, the mandatory inspection of egg products under the Egg Products Inspection Act of 1970, and the shell egg surveillance program under the same authority.

The incumbent performs a variety of typing, and related clerical duties in support of the work of the office.

II. DUTIES

Uses a microcomputer, electronic typewriter, word processor or computer terminal to create, copy, edit documents which require knowledge of basic terminology. Knowledge of grammar, spelling, capitalization, punctuation and terminology commonly used in - office settings to prepare material accurately from handwritten drafts.

Prepares routine and special reports which require basic searching and compiling information from files and other readily available sources.

Receives incoming telephone calls and provides information to potential applicants regarding the types of services available; records information about products to be graded such as the type of product, poundage, and location; and contacts graders in the plants and arranges for grading of the product.

Requisitions supplies and forms and maintains a control record for accountable forms such as certificates sent to graders in the field.

Establishes and maintains office files for the office on travel, personnel, plants, licenses, certificates, reports on plant visits, laboratory results and other miscellaneous items. Maintains a variety of chronological and alphabetic subject matter folders in an established filing system.

Opens and distributes mail to the appropriate personnel. Routine items such as requests for supplies are handled independently by the incumbent by composing and sending a response.

Make travel arrangements for the Federal/State Supervisor and prepares travel vouchers. Maintains travel itineraries and serves as the contact point in relaying messages to the Supervisor and Assistant.

Maintains the Federal/State Offices' set of Program and Administrative directives, notices, and instructions and provides assistance to field personnel in locating the appropriate reference material.

Reviews graders' travel vouchers for procedural accuracy prior to approval by the Federal/State Supervisor. Serves as a liaison between the Regional and field personnel on discrepancies noted on billing documents and Time and Attendance reports.

Transmits, receives, and acknowledges Telemail documents and messages.

Adheres to Equal Employment Opportunity (EEO) and Civil Rights (CR) policies, goals and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.

III. EVALUATION FACTORS

1. Knowledge Required by the Position Level 1-2 200 pts.

Knowledge of the clerical procedures used in the Federal/State office in order to prepare and process travel voucher, prepare various reports and to establish and maintain the files.

Basic knowledge of Poultry Division programs in order to respond to telephone calls from industry and arrange for the grading of products.

Basic knowledge of the clerical procedures used in the Federal/State Office in order to prepare and process travel vouchers, prepare various reports and forms, and to maintain the files.

Knowledge of grammar, spelling, capitalization, punctuation, formats, and procedures required in typing memorandums, letters, forms, and reports.

Skill in operating an electronic typewriter, word processor or computer and knowledge of word-processing equipment necessary to produce documents. A qualified typist is required.

2. Supervisory Controls Level 2 - 2 125 points

Incumbent works under general supervision and is given guidance on priorities and deadlines. The employee works independently on carrying out routine day to day assignments. Work is routinely checked for accuracy, and completeness.

3. Guidelines Level 3 - 2 125 points

Guidelines include Agency directives, the Correspondence Handbook, Federal/State office procedures, and division and, Poultry Grading Branch procedures and instructions. The incumbent must use judgment in applying the proper guidelines to the various clerical and typing duties. Refers only significant deviations from guidelines to the supervisor.

4. Complexity Level 4 - 2 75 points

A variety of letters, vouchers and reports must be typed, often within short deadlines. Documents include specialized terminology relating to the Poultry program and a variety of formats. The incumbent is responsible for the grammar, spelling, punctuation, and assembling of appropriate back-up material.

5. Scope and Effect Level 5-1 25 points

The purpose of the work is to provide typing and clerical support, and assist in arranging for grading services. The work performed facilitates the work of the Federal/State Supervisor and the graders in the field.

6. Personal Contacts Level 6 - I & 7-A Combined 30 points

Personal contacts are primarily with fellow employees in the Federal/State Office. Phone contacts are with the Regional Office, Industry, and personnel in the field.

7. Purpose of Contacts

Contacts are for the purpose of exchanging information about administrative matters in the office, to provide information to potential applicants regarding the types of service available, obtaining information about the products to be graded, receiving assignments, taking and relaying messages, and assisting callers and visitors.

8. Physical Demands Level 8 - 1 5 points

The work is sedentary. There may be some walking, standing, bending, and carrying of light items, such as papers and books.

9. Work Environment Level 9 - I 5 points

The work is performed in an office setting.

TOTAL POINTS = 590